

PROVIDER NUMBER: _____ EXP DATE: _____ AMOUNT ENCLOSED:\$ _____

Make check payable to: Board of Behavioral Sciences

NAME * _____

ADDRESS* _____

CE COORDINATOR* _____

RENEWAL FEE
PCE \$200

*HAS A CHANGE OCCURRED
IN THIS INFORMATION?

YES ☐ NO ☐

I HEREBY CERTIFY THAT I AM THE RESPONSIBLE PARTY REGISTERED WITH THE BOARD OF BEHAVIORAL SCIENCES, AND THAT THE NAME CHANGE IS NOT A RESULT OF A CHANGE OF OWNERSHIP. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Date

(Detach Here)

IMPORTANT INFORMATION

You may apply for renewal by completing and returning this application with the required fee. Renewal applications must be postmarked on or before the provider's expiration date. If you do not renew your provider number, it will be cancelled. Cancelled providers will need to apply for a new provider number by submitting the Continuing Education (CE) Provider Application. You may contact the Board office for the application or download it from the Board's website.

There is no grace period. Any course offered after your approval is cancelled will not be accepted towards Board required CE or coursework.

Change in Ownership

CE provider approval is nontransferable. If you have had a change of ownership, you will need to apply for a new provider number by submitting the CE Provider Application.

Course Completion Certificate Requirements

Providers are responsible for issuing a record of course completion to each attendee. These records of course completion must include: (1) name of licensee and license number; (2) course title; (3) provider name and address; (4) provider number; (5) date of course; (6) number of hours of continuing education credit; and (7) signature of course instructor, provider, or provider designee.

Provider Records Requirements

Providers are responsible for keeping the following records for at least 4 years: (1) syllabi for all courses; (2) the time and location of courses; (3) course advertisements; (4) all instructors' vitas/resumes; (5) attendance rosters with the names and license numbers of licensees who attended the course; (6) sign-in sheets; and (7) records of course completion issued to licensees who attended the course.

Providers are required to submit the above records to the Board only when they are audited on a random basis to ensure compliance with Board regulations.

Advertising Requirements

Advertisements need to be accurate and include: (1) the provider's name; (2) the provider number; (3) the statement "Course meets the qualifications for _____ hours of continuing education credit for MFTs and or LCSWs as required by the California Board of Behavioral Sciences;" (4) the provider's policy on refunds in cases of non-attendance; and (5) a clear, concise description of the course content and objectives.